



## DEPARTMENT OF MANAGED HEALTH CARE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	DEPARTMENT OF MANAGED HEALTH CARE	<b>RELEASE DATE:</b>	Thursday, June 18, 2009
<b>POSITION TITLE:</b>	Assistant Deputy Director, Office of Legal Services	<b>FINAL FILING DATE:</b>	Wednesday, July 1, 2009
<b>CEA LEVEL:</b>	CEA 3	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,594.00 - \$ 9,476.00 / Month	<b>BULLETIN ID:</b>	06182009_2

### POSITION DESCRIPTION

Under the administrative direction of the Director and Chief Deputy Director, Department of Managed Health Care, the Assistant Deputy Director, Office of Legal Services is responsible for the development and implementation of policies, regulations and programs designed to create regulations and State laws which ensure the accessibility and availability of medically necessary health care delivered through financially sound managed health care plans. The incumbent is also responsible for managing and directing the Department's regulatory policies and procedures in developing and enforcing laws that regulate the managed health care industry.

Other responsibilities include advising the Director and Chief Deputy Director on the development and implementation of policies, regulations and programs designed to create regulations and State laws specific to the Office of Legal Services' areas of responsibility; review cases referred from other Department of Managed Health Care divisions; initiate cases upon receipt of information from other sources; investigate and evaluate facts; research cases and statutes; act as attorney for the Director in actions or proceedings brought by or against the Director under or pursuant to any provision of any law under the Directors jurisdiction (such as Constitutional challenges) as a friend of the court; act as legal advisor to the Financial Solvency Standards Board; plan, organize, direct and review the work of a large professional staff engaged in enforcing the provisions of the Knox-Keene Health Care Service Plan Act of 1975.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

**Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**SPECIAL REQUIREMENTS**

Active Membership in the California State Bar Association

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

The ability to gain the confidence and support of top level administrators and effectively advise them on a wide range of administrative and operational matters and policies; and represent the Department and the Director within and outside the organization and develop cooperative working relationships with representatives from all levels of government, the public, representative of consumer interest groups, managed care plan providers, and the legislative and Executive branches of State government.

Ability to perform high administrative and policy influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(a) Knowledge of: Legal principles and their applications; Legal research methods, court procedures, rules of evidence and procedure; Administrative law and the conduct of proceedings before administrative bodies; Provisions of laws and Government Code sections administered or enforced; and the department's equal employment opportunity program the process available to meet equal employment opportunity objectives.

(b) Ability to: Analyze legal principles and precedents and apply them to complex legal and administrative problems; Present statements of fact, law and argument clearly and logically in written and oral form; Draft opinions, pleadings, rulings, regulations and legislation; Hold hearings and independently present difficult and complex cases in court; Plan, organize and direct the work of a staff of attorneys; and effectively contribute to the department's equal employment opportunity objectives.

These knowledges and abilities are expected to be obtained from the following kinds of experience (experience may have been paid or volunteer; in State Service, other government settings, or in a private organization.)

C.E.A.: Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Assistant Deputy Director, Office of Legal Services**, with the **DEPARTMENT OF MANAGED HEALTH CARE**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of Assistant Deputy Director, Office of Legal Services, with the Department of Managed Health Care. Applications will be retained for twelve months.

A preliminary review of all applications and resumes will occur immediately following the final file date and "ranked" according to the applicant's experience, education and related background as it pertains to this position. Candidates with the most desirable qualifications will have their applications and resumes submitted to the Director and Chief Deputy Director, Department of Managed Health Care for further consideration and may or may not be scheduled for an interview. Therefore, it is imperative that applicants complete the application and resume thoroughly, specifically including the dates of employment, name of employer and description of duties performed. Please include your social security number of eligible verification.

## **FILING INSTRUCTIONS**

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- A resume is required to be attached to the application.

### **Applications must be submitted by the final filing date to:**

DEPARTMENT OF MANAGED HEALTH CARE, Human Resources Office  
980 9th Street, Suite 500, Sacramento, CA 95814  
Sally Hemingway | 916-324-7153 | [shemingway@dmhc.ca.gov](mailto:shemingway@dmhc.ca.gov)

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF MANAGED HEALTH CARE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was

planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>